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29 NOV 1979

MEMORANDUM FOR: Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Office of Personnel Weekly Report -
Week Ending 28 November 1979 (U)

1. Briefing of DCI: When we attempted to schedule a briefing for the DCI on the results of some of our recent modeling, he expressed great interest in an immediate briefing. He was then briefed on Saturday, 24 November 1979. Also in attendance were the Deputy Director of Central Intelligence, the Deputy Director for Operations, the Director of Personnel and the Deputy Director of Personnel. Mr. Jim [redacted] of the Human Resources Analysis Staff (HRAS) briefed on DDO professional inputs while [redacted] Chief, HRAS, briefed on DDO promotion modeling, Agency age trends and grade trends for Agency professionals. (U/AIUO)

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2. Careers in Intelligence Seminar and Minority Recruitment:

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b. [redacted] then travelled to Houston to attend a seminar with faculty and students at Texas Southern University. The session dealt with the Agency's missions and functions as well as career opportunities. Representatives from six traditionally black schools from central Texas were participants. (U)

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS

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3. Special Luncheon - Recruitment: On 21 November 1979, [REDACTED] Recruitment Office hosted a working luncheon for members of Catholic University's Departments of Electrical Engineering and Physics and its Director of Career Services. Representatives from the Office of Scientific Intelligence, the Office of Weapons Intelligence, the Office of Development and Engineering, the National Photographic Interpretation Center and the Office of Communications attended the luncheon. The purpose was to acquaint the faculty members with the broad range of scientific and technical applications in which the Agency is involved. In turn, we hope they will refer their students to us for employment information. The faculty members commented that this was a useful approach and one that should be continued. (U)

4. Retirement Scoreboard: The figures shown below represent those employees who have signed for retirement during the months indicated:

	<u>CIARDS</u>	<u>CSC</u>	<u>TOTAL</u>
December 1979	16	10	26
January 1980	<u>44</u>	<u>44</u>	<u>88</u>
Totals	60	54	114 (C)

5. Senior Intelligence Service: The most frequent question posed to the Senior Intelligence Service (SIS) Support Staff in recent days concerns the applicability of SIS annual leave accumulation benefits to the current leave year. The answer, of course, is that SIS members are permitted unlimited accumulation of annual leave, subject to the 80-hour "use or lose" rule, beginning with the leave year in which they enter the SIS. (U/AIUO)

6. Assistance to Another Government Entity: Mr. Richard Tobin, Director of Personnel for the Pension Benefit Guarantee Corporation (PBGC) called the Director of Personnel for information about our SIS system. PBGC is a relatively small independent corporation under the Executive Branch, which along with bigger corporations such as the Post Office and TVA were exempted from the SES implementing legislation. PBGC is contemplating whether to seek such authority. Our SIS Support Staff provided general information concerning the SIS and answered a number of Mr. Tobin's questions including how we converted people and positions from GS to SIS levels. It became apparent that PBGC would seek to incorporate SES guidelines in total rather than trying to set up a new system due to the small number

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of supergraders involved (11). Nonetheless, Mr. Tobin seemed appreciative of being able to "bounce his ideas and questions off us," and we volunteered to try to answer any further questions he might have about our system. There were no security problems raised during our discussion with him. (U)

7. Personnel Management Evaluation Staff: The Personnel Management Evaluation Staff:

- a. Continued revision of the APP for FY 81.
- b. Received National Foreign Assessment Center and component APP's for FY 80.
- c. Edited the Office of Training's scripts for five video tapes on the new performance appraisal system which are to be used overseas and for self-study at Headquarters.
- d. Attended the monthly IAG committee meeting at the Office of Personnel Management on the subject of performance appraisal. (U)

8. Military Reserve Speaker: Mr. John P. Merrill, the Director of Policy Research, Office of the Assistant Secretary of Defense (ISA) addressed the Joint Military Reserve Training Command on Monday, 26 November 1979. Mr. Merrill discussed the strategic military balance in the 1980's. The meeting was open to all employees and a record number of non-Reservists, both men and women, were in attendance. (C)

9. Combined Federal Campaign: As of close of business on 23 November 1979, the Combined Federal Campaign (CFC) pledges totaled \$281,718.24, which is 93.9% of our goal. Pledges of \$35,656.50 were received for the Educational Aide Fund and \$6,873.25 has been pledged for the Public Service Aide Society (PSAS). 95.7% of the pledge cards have been returned. This year's Combined Federal Campaign Victory Luncheon was held on 26 November 1979 at the Mayflower Hotel in Washington, D.C. Ten keyworkers representing five different directorates attended. (U)

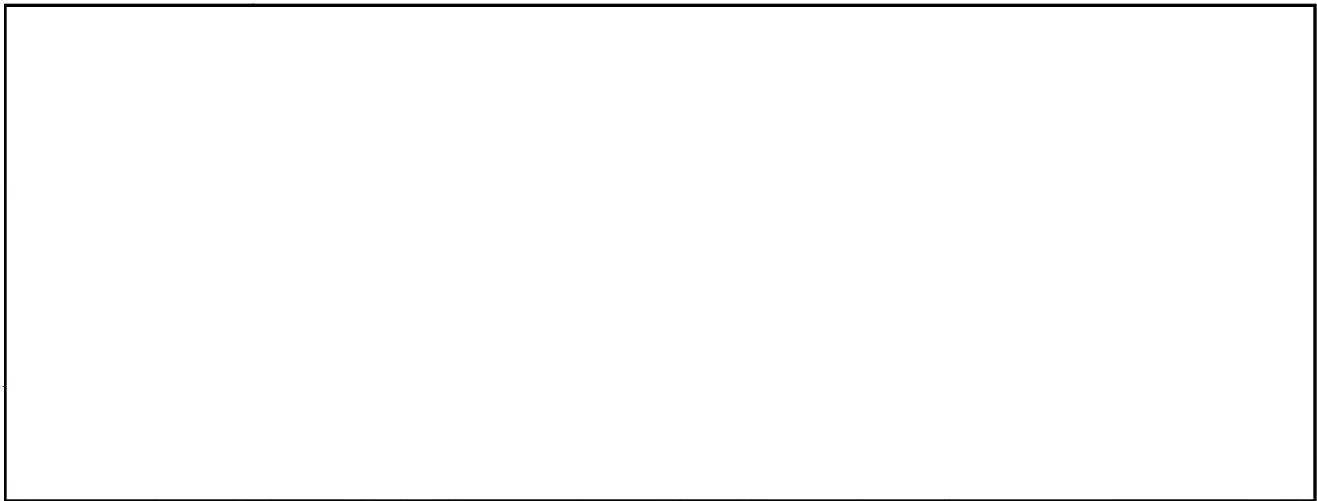
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11. Open Season -- Health Benefits: While it is too early to report any significant trends in this year's health benefits program Open Season, we have noted a slight increase in enrollment actions during the first two weeks as well as a substantial increase in Association Benefit Plan (ABP) enrollments. As of 24 November 1979, a total of 143 actions have been received, increasing the ABP enrollment by 26. Last year's totals for this same two-week period reflected 130 enrollment actions and an increase in ABP enrollments by four. (U/AIUO)

12. Rehired Annuitants: See attached report. (C)

COMING EVENTS

Lt. Colonel Bill Malone, an Action Officer for the Deputy Chief of Staff for Operations/Department of the Army, is scheduled to address a meeting of the Joint Military Reserve Training Command on Monday, 3 December 1979 at 5:45 in the Headquarters Auditorium. Colonel Malone will discuss new weapons systems planned for the 1980's and their possible employment. This meeting will be open to all Agency employees. (C)



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for Harry E. Fitzwater

Att

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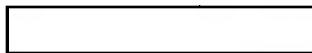
29 Nov 79

WEEKLY REPORT OF REHired CIVILIAN ANNUITANTS
(21 - 27 November 1979)

1. The following rehired civilian annuitant case was processed as a new hire:

DDA

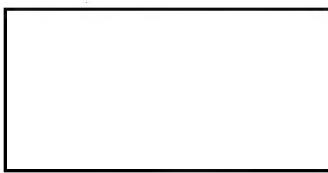
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Independent Contractor,
Office of Security, new
hire effective 31 May
1979 (C)

2. The following rehired civilian annuitant cases were approved for extension:

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Independent Contractor,
OS, one-year extension
effective 17 August 1979 (C)

Independent Contractor,
OS, one-year extension
effective 20 November
1979 (C)

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